**NORTH WEST REGIONAL COLLEGE**

**SCREENING REPORT – OCTOBER 2022 TO SEPTEMBER 2023**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Terms and Conditions | The terms and conditions sets out the rights and responsibilities of the colleges as a service provider and the student (a user) of the service. Terms and conditions apply to college higher education (HE) students only. | Revised | 21 October 2022 | The Policy is a legislative requirement and has no impact on any of the Section 75 equality categories |
| Accessible Information Policy | The aim of the policy is to ensure that thought is given to providing information in a format that is appropriate to meeting a range of information needs. | Revised | 10 November 2022 | The Policy has a positive impact on disability, age and racial group as alternative formats will be made available on request where practicable. There is no adverse impact on the remaining categories |
| Clear Desk and Clear Screen Policy | The aim of this policy is to establish the minimum requirements for maintaining clear desks and to ensure any confidential, restricted or sensitive information is locked away and out of sight. In addition, to ensure that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours or when desks are left unattended.  | Revised | 22 November 2022 | The Policy has no impact on any of the Section 75 equality categories |
| Code of Practice for System Administrators and Library Personnel | The purpose of this code is to ensure that the rights of staff (teaching and support) and students are protected. The document defines the processes that may be undertaken in terms of monitoring the usage of all computer systems owned or operated by the College | Revised | 22 November 2022 | No negative impact on all nine equality categories |
| Public Information Guidelines | The aim of the guidelines is to ensure the college publishes information which is accurate, fit for purpose, accessible, timely and legally compliant, to enable the public to engage with the College. In an increasing number of cases, the publicising of this information is mandatory to meet statutory, regular or professional requirements | Existing | 3 January 2023 | The Policy has no impact on any of the Section 75 equality categories |
| Conflict of Interest Policy | The objectives of this policy are to raise awareness with all staff and Governors about conflict of interest and to provide guidance for staff on the management of conflict of interest to ensure that staff and Governors are acting in the best interests of the College and its students at all times. | Revised | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Fraud (including Anti-fraud Policy | To raise staff awareness of their responsibilities. To safeguard public resources against the risk of fraud. The Policy outlines the College and Staff’s responsibilities in relation to fraud and also outlines the fraud response plan. | Revised | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Fraud Response Plan | To raise staff awareness of their responsibilities. To safeguard public resources against the risk of fraud. The Policy outlines the College and Staff’s responsibilities in relation to fraud and also outlines the fraud response plan. | Revised | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Gifts Policy | To provide guidance in the reporting of Gifts and Hospitality received by the College. | Revised | 17 January 2023 | No impact on any of the Section 75 equality categories |
| Transgender Equality Statement | This statement has been prepared to acknowledge that there can be differences between physical sex and gender identity/expression. The College will treat all students with respect, and will seek to provide a positive working and learning environment free from discrimination, harassment or victimisation | Existing | 27 January 2023 | Statement does not have any adverse impact on individuals as those who are transgender or have a fluid identity will be supported at the College |
| Data Subject Rights Procedure | North West Regional College must process many categories of personal data to provide education, training and employment. It regards the lawful and correct treatment of personal information as imperative to successful operations and to maintaining confidence between all data subjects and ourselves. We ensure that our organisation treats information it processes lawfully and correctly. Therefore this Procedure provides guidance on the process to be followed when a Data Subject makes a request in relation to his/her Rights as per UK General Data Protection Regulations (‘UK GDPR’).  | Revised | 9 February 2023 | The Policy has no impact on any of the Section 75 equality categories |
| Disposal of IT Equipment | The purpose of this policy is to describe what steps must be taken to ensure the safe disposal of College IT Equipment and that data residing on legacy equipment is securely removed prior to disposal. | New | 14 February 2023 | No as policy is guidance to explain the need for secure IT disposal regardless of equality category |
| Physical Environmental Security Policy | The purpose of this policy is to describe what clauses are necessary and steps which must be taken to ensure the security of College information across all IT Services datacentres, offices and comms rooms as well as all “Secure Office” accommodation protected by SALTO Access Control | New | 14 February 2023 | No as policy is guidance to explain the need for Secure Accommodation and Information Security regardless of equality category |
| Emergency Incident Plan | To present the College’s commitment to a healthy and safe working Environment and to comply with relevant legislation. | Revised | 15 February 2023 | Policy has no impact on S75 categories |
| Health and Safety Policy | To present the College’s commitment to a healthy and safe working Environment and to comply with relevant legislation. | Revised | 15 February 2023 | Policy has no impact on S75 categories |
| Fire Safety Policy | To ensure that the College complies with all current legislation and to manage the safe evacuation of all staff/students in the event of an emergency/fire**.**  | Revised | 15 February 2023 | No impact on any of the Section 75 equality categories |
| Achievement Strategy | The motivation for the Strategy is that the college is continually striving to promote a culture of continuous improvement for the benefit of all learners. This is set in the context of a number of ongoing challenges for the sector, a range of strategic developments and the need to review learning and learning in a post COVID environment. | New | 15 February 2023 | Statistics available highlight the need for the college to improve processes to encourage increased retention, achievement and success of our learners. This is based on a number of ongoing challenges for the sector, demographics in the catchment area, a range of strategic developments and the need to review learning and learning in a post COVID environment. An impact assessment is not necessary as data has already highlighted the need for change to the benefit of all learners. |
| References Policy | The aim of the policy is that the college will ensure all requests for corporate references to external sources are provided in a consistent, fair and equitable manner. | Existing | 15 February 2023 | Policy has no impact on any of the Section 75 Equality Categories as it is a policy to be adhered to by all staff |
| Library Policy and Procedure | The aim of the policy is to provide guidance on how the Library hopes to support the learning and teaching activities of staff and students at the College. | Existing | 21 February 2023 | No impact on any of the Section 75 Equality categories |
| Young Adult Carers Policy | North West Regional College is committed to supporting Young Adult Carers and recognises the importance of promoting and supporting students that have caring responsibilities for a family member, partner or friend at their home. NWRC believes that all Young Adult Carers have the right to an education regardless of their commitment to providing care for a family member.  | Existing | 22 February 2023 | The Young Adult Carer policy has been developed to acknowledge the support that may be required while young carers are studying at the College. There is no adverse impact on any of the Section 75 categories as other support mechanisms are available for other student carers |
| Carers Leave for Support Staff | To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age. | Existing | 24 February 2023 | Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers’ leave, as necessary |
| Equal Opportunities Policy | The aim of this policy statement is to emphasise the commitment of the North West Regional College, to securing equality of opportunity for all employees and applicants to the College.  | Existing | 24 February 2023 | This Policy will ensure equality of opportunity regardless of the Section 75 equality category. There is no impact. |
| Access to Information Policy | The purpose of this policy is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:* Freedom of Information Act 2000
* Environmental Information Regulations 2004
 | Revised | 27 February 2023 | No negative impact on all nine equality categories |
| Social Media Policy | The aims of the policy are to assist staff to encourage good practice, to assist staff to work safely, legally and responsibly with social networking technology and to monitor their own standards and practices; set clear expectations of behaviour relevant to social networking for educational, personal or recreational use and details the aspects of safer online behaviour; support safer working practices and to clarify the consequences of unlawful or inappropriate behaviour. | Existing | 10 March 2023 | The policy relates to staff usage of social media and other similar services. There are no adverse impacts on any of the S75 equality categories |
| Waste Management Policy | Due to the diverse nature of activities on the College campus, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, through to special and hazardous wastes. The College has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors. This policy sets down the framework for all waste management at the College.  | Revised | 27 March 2023 | No impact on any of the Section 75 equality categories |
| Word Processing Policy | To provide guidance on the use of word processors during examinations for candidates who use a word processor as part of their normal way of working in the College | Existing | 20 March 2023 | No impact |
| Emergency Assistance Requests Procedure | A review of security has been undertaken in respect of providing emergency assistance to staff at all College owned accommodation.The procedure has been implemented to provide, where possible, assistance to staff who feel threatened or in imminent risk. | Revised | 27 March 2023 | No impact on any of the Section 75 equality categories |
| Admissions and Enrolments Policy | The aim of this Policy is to provide an admissions framework which ensures applicants access the course most suitable to them, and to ensure that applicants are treated solely on the basis of their merits, ability and potential, thereby providing a fair and equitable process for all. The College aims to provide comprehensive, accurate, user-friendly information and advice to applicants in the admissions process. This is to enable an informed choice of course to be made appropriate to their interests, academic qualifications and potential. | Existing | 3 April 2023 | Policy has no adverse impact on any of the equality categories. The policy aims to provide guidance on the enrolment of all students, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or whether they have dependants. The policy itself can be provided in alternative formats where required to assist those whose first language is not English and those who have a disability |
| Guidance on Equality Screening | The aim of the Guidance is to provide clarity to policy makers in the College with regards to screening and EQIA requirements. | Existing | 3 April 2023 | No as guidance is for use when screening decisions at the college |
| Disaster Recovery Policy | The purpose of this policy is to maximise the effectiveness of disaster recovery and contingency operations through an established plan that consists of a number of phases and activities. For example, identify the activities, resources and procedures needed to carry out the College plan to process the requirements during prolonged interruptions to normal operations. In addition, assign responsibilities to designated College personnel and provide guidance for recovering the plan. | Existing | 3 April 2023 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| Business ContinuityPolicy | The purpose of this policy is to maximise the effectiveness of business continuity / contingency operations through an established plan that consists of a number of phases and activities. For example, identify the activities, resources and procedures needed to carry out the College plan to process the requirements during prolonged interruptions to normal operations. In addition, assign responsibilities to designated College personnel and provide guidance for recovering the plan. | Existing | 3 April 2023 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| Tutorial Policy | The College is committed to ensuring that tutorial support is provided in a planned, consistent and supportive way to ensure students successfully achieve and progress. The policy seeks to enhance the experience of all students on substantive programmes via the tutorial programme and of all students via the tutoring process.  | Revised | 24 April 2023 | There is no impact on equality in relation to this policy as the policy is for all students regardless of their section 75 equality category. |
| Attendance Policy | This policy outlines the approach taken by North West Regional College (NWRC) to promote maximum attendance and punctuality as an approach to attain optimum student achievement. The Policy will work in line with the college Student Retention Strategy, to ensure that early interventions are in place to support student success | Revising | 10 May 2023 | There is no impact on equality in relation to this policy. All students will be treated equally and support provided as necessary to reduce absenteeism. |
| Guidance on Gender Neutral Language | This guide reflects the College’s commitment to equality. Producing documents that are gender-neutral or updating existing documents to make them gender-neutral, demonstrates the College’s commitment to inclusion.  | New | 23 May 2023 | There is no impact on equality in relation to this guidance. This guidance is applicable to all staff regardless of their section 75 categories. It demonstrates how to produce gender-neutral documents highlighting the College’s commitment to equality.  |
| HR Guidance for staff transitioning | This document provides guidance for HR Services to ensure a smooth transition process for a member of staff who is transitioning and to support line managers in implementing the changes requested by the staff member concerned.  | New | 24 May 2023 | There is no adverse impact on any of the Section 75 equality categories. The Guidance supports staff who are or plan to transition. |
| Malpractice, Plagiarism and Maladministration Policy | This policy aims to;Protect integrity of the College and awarding bodies/organisationsTo provide guidance to staff and students on MalpracticeTo respond to any incident of alleged malpractice promptly and objectivelyTo standardise and record any investigation of malpractice to ensure openness and fairness. The policy was rewritten to comply with all main awarding bodies/organisations. | Existing | 25 May 2023 | The policy does not have any adverse impact on any of the equality categories. |
| Internal Quality Assurance (Moderation) Guidelines | This policy aims to;Protect the integrity of the College and awarding bodies/organisationsProtect the quality of qualifications achieved maintaining public confidence in every qualificationTo enhance best practice in Staff Development in the support of quality and standardsTo reduce risk of error resulting in interventions from the Awarding OrganisationsThe policy was rewritten to comply with all main awarding bodies/organisations | Existing | 25 May 2023 | The policy provides guidance to staff on how to carry out moderation on assessment and ensure standardisation of marking. The policy has no impact on equality. |
| Anti Bullying and Harassment Policy | The aims of this policy are toDemonstrate the College’s commitment to the prevention of bullying and harassment, as part of its safeguarding duties.Provide guidance and definitions of the type of behaviour the College deems to be unacceptable with regard to bullying and harassment.Provide information and guidance to students who feel they have been the victim of, or have been accused of, bullying and harassment. | Existing | 22 June 2023 | There is no impact on equality in relation to this policy as the policy is for all students regardless of their section 75 equality category. |
| Physical and Environmental Security | The purpose of this policy is to describe what clauses are necessary and steps which must be taken to ensure the security of College information across all IT Services datacentres, offices and comms rooms as well as all “Secure Office” accommodation protected by SALTO Access Control. | Revised | 20 June 2023 | No as policy is guidance to explain the need for Secure Accommodation and Information Security regardless of equality category |
| Accessible Information Policy | The aim of the policy is to ensure that thought is given to providing information in a format that is appropriate to meeting a range of information needs | Existing | 27 July 2023 | The Policy has a positive impact on disability, age and racial group as alternative formats will be made available on request where practicable. There is no adverse impact on the remaining categories |
| Mobile Phone Policy | The policy outlines the guidance on the use of mobile phones in the College and the implications of its misuse. | Revised | 18 August 2023 | No impact |
| Visitors Policy | The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, governors, visitors and parents/carers and confirms to Safeguarding guidelines.  | New | 18 August 2023 | The Policy does not impact on any staff member/ student or other visitor to the college. It outlines the process involved in ensuring access/egress is compliant. |
| Use of Email Policy | The aim of the policy is to ensure the college complies with its legislative requirements. Staff receive and send numerous emails for business purposes, this policy aims to outline the requirements for acceptable use of emails and to ensure staff are aware of their obligations. Emails can contain confidential information, as such the college must ensure that it is sent securely, whilst protecting personal data and the College’s reputation. | Existing | 18 August 2023 | No adverse impact on any of the Section 75 categories |
| Curriculum Policy | This policy seeks to give a clear indication about what all students and stakeholders can expect from the College learning environment and the services that the College offers in all settings. It applies to all provision; Further Education, Higher Education, Work Based Learning, Entitlement Framework, Community and NIPS programmes and bespoke skills training. The commitments described in the policy are expected to be experienced by all students and stakeholders and are intended to guide the development of specific strategies which support this policy | Existing | 1 September 2023 | No impact on any of the Section 75 Equality Category |
| Guidance on Equality Screening | The aim of the Guidance is to provide clarity to policy makers in the College with regards to screening and EQIA requirements. | Existing | 3 September 2023 | No as guidance is for use when screening decisions at the college |
| Data Breach Management Procedure | The purpose of this procedure is to provide staff guidance should they identify or have suspicion that personal data has been compromised. This procedure outlines the steps the College will take in identifying a breach has occurred, containment and recovery, as well as assessing the risk/impact to individuals. | Existing | 10 September 2023 | None as this policy has no adverse impact on any of the Section 75 categories |
| Special Category Policy Document | This policy outlines how the College will comply with the requirements of the UK General Data Protection Regulations (UK GDPR), the Data Protection Act 2018 (DPA) and any associated legislation. The College is required to have an appropriate policy document policy in place setting out and explaining our procedures and policies in relation to the processing of special category data | Existing | 10 September 2023 | None as this policy has no adverse impact on any of the Section 75 categories |
| Dress Code Policy | Under Section 75 of the Northern Ireland Act 1998, the North West Regional College is committed to promoting good relations between persons of different religious belief, political opinion or racial group.The College wishes to create a good and harmonious learning environment and atmosphere in which no student feels under threat or intimidated because of his/her religious belief or political opinion. The College therefore prohibits the wearing of any items which are likely to give offence or cause apprehension among particular groups of students. | Revised | 10 September 2023 | There is no impact on equality in relation to this policy. All students will be treated equally. |
| Academic Assessment Appeals Policy | This policy aims to;* Protect integrity of the College and awarding bodies/organisations
* To provide guidance to staff and students on Malpractice
* To respond to any incident of alleged malpractice promptly and objectively
* To standardise and record any investigation of malpractice to ensure openness and fairness.

  | Existing | 12 September 2023 | The policy provides guidance to staff and students on malpractice and plagiarism and provides the detail on how to deal with these issues. The policy has no impact on equality. |